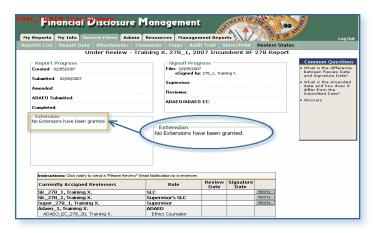
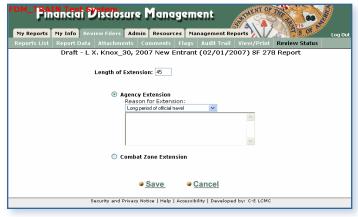
EXTENSIONS

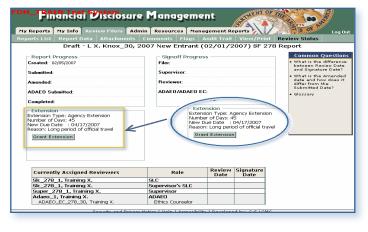


In FDM, certifying authorities, Senior Legal Counsel, Ethics Counselors can record if an extension was granted for a financial disclosure report. Extensions can only be recorded in FDM for financial disclosure reports with a Draft status.

Entering an extension in FDM records the new filing due date of the financial disclosure report. A Filer or Reviewer can determine if an extension has been granted through Review Status or View Print.







Granting Extensions

A Senior Legal Counsel, Ethics Counselor or a Senior Legal Counsel Assistant can grant extensions for OGE 450 Filers in FDM. An ADAEO can grant extensions for SF 278 filers in FDM.

Once draft report exists, you can record an extension on the Review Status page for that report.

- On the Review Filers | Reports List page, click View beside the appropriate, Draft report.
- 2. Select Review Status.
- **3.** In the Extension section, click **Grant Extension**.

Adding Extension Request Information

4. Type the extension limit, select the appropriate extension option Agency or Combat Zone and select an Extension Reason.

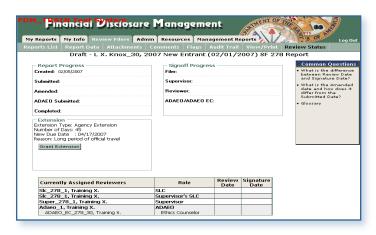
The available Agency Extension Reasons are as follows:

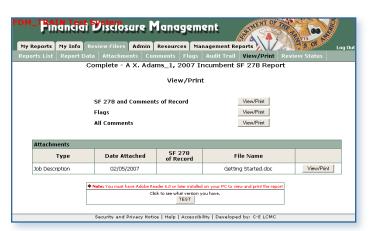
- Long Period of Travel
- Significant Illness
- Extremely Pressing Assignments
- Convenience of Filing Combined Reports
- Other

The Agency Extension Reason defaults to Long Period of Travel. If you select Other, you must type a description of the reason in the box provided

5. When Complete, click **Save**.

Extensions FDM 3.1 / Pub. 1





Determining if an Extension has Been Granted

A Filer or Reviewer can determine if an extension has been granted for a financial disclosure report by selecting **Review Status** or **View/Print** for a financial disclosure report.

Review Status

- On the Reports List page, select View or Edit beside the appropriate final disclosure report.
- Click Review Status. The extension Type, Number of Days, New Due Date and Reason display in the Extensions area, if an extension has been granted.

View/Print

- On the Reports List page, select View or Edit beside the appropriate final disclosure report.
- **2.** Click **View Print** beside the appropriate financial disclosure report.
- **3.** For OGE 450 reports, scroll to the Review Status Section of your report to view the extension information. For SF 278 reports, scroll to the bottom of your report cover page to view the extension information.

Extensions Page 2